

Graduation Tracking Guidance

Background

In response to [H.R. 173](#) of the 2024 Regular Legislative Session, this guidance will provide recommendations to school systems related to automated graduation progress monitoring initiatives to enhance timely graduation.

Bulletin 741 - Louisiana Handbook for School Administrators (Bulletin 741) §901 states “each middle, junior, or high school shall provide the parent/legal custodian with a listing of course offerings including the course choice catalog, the content of each course, and high school graduation requirements where appropriate.” The policy also states each student should have an individual graduation plan to “outline the school graduation requirements relevant to the student’s chosen postsecondary goals based on the student’s academic record, talents, and interests.” Furthermore, the individual graduation plan should be reviewed and signed annually by the parent or legal custodian and updated as needed to ensure students are completing the required content for a successful on-time graduation.

Individual Graduation Plan (IGP)

The development and annual review of an [individual graduation plan](#) prepares students for success in high school and beyond. The IGP should be developed with input of the student, family, and professional school counselor.

- Starts by the end of grade 8
- Supports the exploration of educational and career goals
- Helps families make appropriate secondary and postsecondary educational decisions
- Guides the selection of coursework
- Documents the selected diploma pathway
- Is reviewed, updated, and signed annually through graduation

A quality individual graduation plan (IGP) is crucial for student success. Per *Bulletin 741*, students work with their school counselors to complete an IGP by the end of grade 8; school counselors, students, and families review, update, and sign the IGP every year until the student graduates. An [IGP guidance](#) document is available for review.

Student Transcript System

The Student Transcript System (STS) has many embedded tools to assist schools with ensuring students are meeting requirements for graduation. Quarterly STS transcript review should be completed in order to verify student progress towards on-time graduation. Utilizing the following STS resources identifies errors that should be addressed in the LEA local SIS which will be uploaded to STS. Student Transcript System (STS) records consist of one Student Record per student, several Transcript Records per student, and IBC Records as needed per student, one for each class.

STS provides two transcript views:

- **Core Progress** - displays a student transcript in categories aligned to their diploma type. The courses that fulfill each category are populated.

- **Transcript Listing** - displays a listing of courses taken.

STS Resource	Description
Core Reference Tables	Reports specific to current diploma paths (TOPS University, TOPS Tech Career, LAA1) list the courses accepted in each diploma path.
Export Summary to Excel	Report provides a snapshot of students and their completion of graduation requirements. It will display their grade levels, the 3 calculated GPAs (Overall, Diploma, and TOPS), the diploma paths, the career option codes (pathways), FAFSA, GEE (assessment), and Parental Consent.
Core Progress Screen/Report	Report available for checking the student's progress toward meeting the Core requirements for both the diploma and the TOPS award.
Export IBCs (050) Records to Excel report	Report lists the IBCs earned. The report also displays the IBC description/number, the year/semester, and site code the IBC was earned.
Course Part Number Edit Report	Report lists students and courses in STS with a missing part.

Resources:

[LDOE Graduation Requirements](#)

LEADS Portal Access

As users are applying updates to their workstations, it appears that Google Chrome and other modern browsers are no longer allowing the security error to be ignored for connecting unsecurely to the LEADS Portal. In order to resolve this issue, please use the following links:

- **Student Transcript System (STS):** <https://leads5.doe.louisiana.gov/sts>
- **LEADS Password Reset System (PRS):** <https://password.doe.louisiana.gov/>
- **LEADS Portal:** <https://leads5.doe.louisiana.gov/ptl>

Counselor Support Library

The [Support Library](#) links counselors to resources and information that supports providing guidance to students and parents regarding graduation, pathways and career goals.

Graduation dates may be removed from a student STS transcript due to the following reasons:

Code	Problem	Solution
2	23 credits	Not having 23 credits Student does not have at least 23 credits. Check transcripts and course part numbers.
3	Core Progress	Core not met Student is missing at least 1 category in his/her diploma path. Run student diploma calculation and see which category is not met.
4	Pass GEE/EOC	GEE/EOC flag Student does not have a Y in the GEE/EOC flag field.
5	CDV	Career Option code not CDV for path CD Student on CD diploma pathway requires a CDV in career option code drop down.
6	IBC	No IBC for path CA CA student does not have an IBC loaded correctly into eScholar and therefore is missing the required IBC in STS.

LOSFA Consent Flag:

Act 837 requires LEAs to execute an annual process to gather parental consent for sharing personally identifiable information with postsecondary institutions and the Office of Student Financial Assistance that must include:

- Per Act 837, a parental consent flag has been added to STS.
- Designates which students have parental/guardian consent to share personally identifiable information with LOSFA and postsecondary institutions through BOR
- Only students with consent will be submitted to LOSFA and BOR for TOPS
- Consent flag can be updated via batch upload (position 147 on the student record) or using online entry (drop-down selection on the student record)

Flag	Description
“Y” (Yes)	Parental/Guardian Consent on file for the current school year and should be locally reset for re-entry every school year on the first day of school
“N” (No)	No Parental/Guardian Consent for the current school year
Empty/Null values	Automatically be converted to “No” in the STS system

Transcript Timelines to Note:

March to June:

- Counselors should complete the following:
 - Ensure students have been coded with the correct diploma path (TOPS University/TOPS Tech) by April 1 of the 10th grade year.
 - Review transcripts in STS as part of the end of year process, specifically looking for seniors with graduation dates.
 - Save and date the STS Export Summary to Excel report as verification of the students with graduation dates in STS.
 - Save the Core Progress reports for all students/all diploma pathways for internal records.

Late July/August:

- Counselors should complete the following:
 - Pull a listing of summer students to identify students who have completed graduation requirements.
 - Exit students as graduates in the local system. A graduation date is the date a student actually completes ALL requirements for graduation. In the case of a summer graduate, this would be the date the summer coursework (courses/assessments) was completed.
 - Request an upload of summer students, and ensure students are dated as graduates of the previous school year.
 - Note: Students who complete graduation requirements over the summer and/or by August 31 can still be coded as a graduate of the previous school year. Ex. Students who complete graduation requirements by August 31, 2024, can be coded as a Spring 2024 graduate.

January

- Counselors should complete the following:
 - Ensure grades are finalized in the local system and ready for upload to STS.
 - Clean identified errors on the STS error report. Inform Data Manager when transcripts are ready for upload.
 - Review student schedules for accuracy and to ensure courses are not included in error.
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Note: If a student is missing a graduation requirement, a graduation date will not populate in STS; a student without a graduation date in STS is NOT considered a Louisiana graduate.

STS Error Codes & Messages

When a batch transcript file is submitted to STS, a review is performed on the data as it is processed. If an error condition is found, the error number and message will be printed on an error report, along with the name of the student whose record contained the error, and the record type where the error was found. The actual data in error will also be printed (Note: if the data in error contains a missing value, the data in error will be blank). The [2024-2025 STS Error Codes & Messages](#) document can be used to help guide correction of identified errors. Error reports should be checked after every batch submission.

Note: For the student whose record contained an error, none of that student's records will be added to the database. Only students with completely error-free sets of records will be added to STS.

Please contact systemsupport@la.gov with questions.